



Natural Resources Conservation Service
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April 4, 2007

NEW MEXICO BULLETIN NO. 120-7-6

SUBJECT: ADS – ACCIDENT REVIEW COMMITTEE

TO: All Employees

DUE BY: APRIL 20, 2007

Purpose. To establish an Accident Review Committee.

Expiration Date. September 30, 2007.

In accordance with Natural Resources Conservation Service Property Management Regulation (NRCSPMR) 104I-39.803, an Accident Review Committee consisting of three members and three alternates is to be appointed in writing for our state. The purpose of the committee is to review all investigative reports relating to motor vehicle accidents involving NRCS New Mexico vehicles and make recommendations as to liability, preventability, and disciplinary action.

Each New Mexico Leadership Team (NMLT) member will serve as the Investigative Officer responsible for investigating all automobile accidents, fires, floods, etc., within the scope of their supervision. Acting NMLT members will serve as alternate investigative officers.

As a reminder, if you are involved in an accident with an NRCS vehicle, a motor vehicle accident report kit is located in the glove compartment of each vehicle. This kit provides guidance on what to do in case of an accident as well as what not to do. In addition, all required forms used for reporting are in the kit. If the investigative officer or alternate is unable to investigate the scene, the driver or other NRCS employee at the scene is to make a complete report utilizing the kit and forward to the investigating officer as soon as possible.

If you are interested in serving on the Accident Review Committee, please obtain supervisory approval and forward your name to Rosabeth Garcia-Sais, State Administrative Officer, at rosabeth.garciasais@nm.usda.gov.

/s/

DENNIS L. ALEXANDER
State Conservationist

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